

A NEW CAMPAIGN OF EDUCATION

TWENTY PRACTICAL AND SIMPLE LESSONS IN A MOST USEFUL ACCOMPLISHMENT.

THE TRIBUNE'S COMPLETE COURSE IN SHORTHAND.
A CAREFUL READING OF THESE ARTICLES, WITH REASONABLE PRACTICE, WILL
EAT ONE TO REPORT THE WORDS OF THE AVERAGE SPEAKER OR
READER—NO PERPLEXITIES—EVERYTHING MADE CLEAR
AND EASY WITHOUT A TEACHER.

ARTICLE NO. 8.

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An attentive reading of the articles referred to below is all that will be necessary to acquire a thoroughly practical knowledge of Shorthand. One lesson will be published in The Tribune every Friday until the whole series of twenty articles has been presented. The student is requested to fill out the coupon which appears in each lesson, and forward to the Shorthand Editor for inspection. Questions in connection with this department will be answered in the query column immediately following each lesson.

Reports continue to pour into this office from readers who are interested in The Tribune's Campaign of Education. They show no failing away in enthusiasm, while the number of letters has steadily increased from the beginning. The common-sense judgment of the people accepted in advance as a good thing that which promised to bring about desired results in less time than is possible under older methods. The fact that shorthand enables one to write from three to four times faster than longhand cannot fail to make a strong impression in its favor. The readers of The Tribune, therefore, saw in it an economizer of time. The plan proposed promised an easy mastery of the art. Time has shown that those who have followed the instructions are steadily and surely acquiring the knowledge requisite for practical work in it.

Never in the world's history has there been such need as now for the saving of one's time. The railroad has taken the place of the stage-coach; the steamboat of the sailing vessel; the telegraph of the old post-riders, and the typewriting machine of the pen. Ninety years ago a farmer thought four acres of tillage a good task for him to do, while now a Western agriculturist expects his hired hand to care for a dozen acres. Labor-saving machines have gone into every department of industrial life. They have entered the office of the printer, where type is now set by machinery.

The boy at school-day has to learn ten facts which his grandfather was taught one. The young man has not only to compete with his fellow-man, in all the arts of his craft, but also with machinery. Saving of time, labor, and money, saving of money. If men work fewer hours it is because they have made themselves for their duties, not for the reason that machinery has made the difference greater between cost of raw material and the selling price.

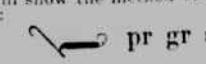
Shorthand is a short cut across lots. In its best form, it is not a new system, but is a perfecting of what the old Greek recorder aimed at when he omitted from his writing redundant letters and final syllables. Writing is an evolution upward, not downward. It is an evolution upward, which we desire to enable one man to do two men's work, or to effect a wished-for result in one-half or one-third the time in which another man can do it. That this has been at least done should be the chief reward for the one who takes the longer time, who should also learn the shorter way. The one who knows the latter method has too big an advantage over the other.

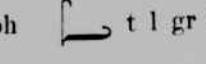
What is known as long-hand writing was really once in the old shorthand system known to the world. When letters first came into use capitals only were used. As the need for writing increased, more and more reduced spaces and speed in writing, and the demand for small letters. But the writing in time found it quicker to combine the letters of each word and to change somewhat the forms of a, b, c, s, z, etc. The changes in the capitals were few, and the changes made for the convenience of figures. So letters came from a desire to shorten time in writing. Out of the capitals grew the "lower case" and from these the script or modern longhand writing.

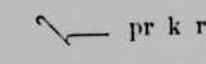
These changes did not stop, but is a perfecting of what the old Greek recorder aimed at when he omitted from his writing redundant letters and final syllables. Writing is an evolution upward, with older methods. It is an evolution upward, which we desire to enable one man to do two men's work, or to effect a wished-for result in one-half or one-third the time in which another man can do it. That this has been at least done should be the chief reward for the one who takes the longer time, who should also learn the shorter way. The one who knows the latter method has too big an advantage over the other.

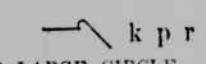
Books drop directly after the consonant to which they are read, whether in the first or last place. Circle red wherever written; when described in the first place they read before the consonant, and when described in the last place they read after the consonant to which they are joined.

The following will show the method of combining hooks and circles:

Progress  pr gr s

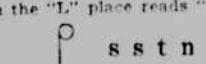
Telegraph  t l gr f

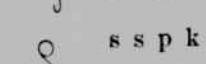
Procure  pr k r

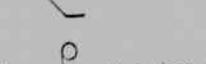
Keeper  k p r

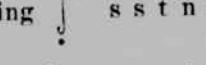
THE LARGE CIRCLE.

A large circle in the "L" place reads "SS," as:

Sustain  s s t n

Suspect  s s p k t

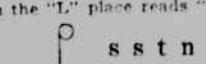
Sustaining  s s t n i n g

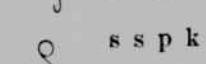
Suspecting  s s p k t i n g

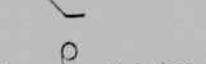
HOOKS AND CIRCLES.

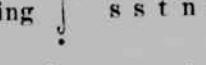
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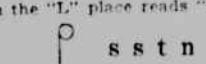
Telegraph  t l gr f

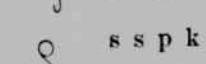
Procure  pr k r

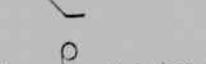
Keeper  k p r

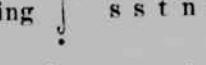
THE LARGE CIRCLE.

A large circle in the "L" place reads "SS," as:

Sustain  s s t n

Suspect  s s p k t

Sustaining  s s t n i n g

Suspecting  s s p k t i n g

COUPON NO. 8.

Suspects.

Suspected.

Papers.

Speakers.

Side track.

Sponge.

Troubles.

Parables.

POINTERS.

We could not undertake to answer each individual question. When your name is not noted your question is replied to under the name of some other reader.

The following is the analysis of Coupon No. 7:

Sides, circle in "T" place of "D" and circle in "P."

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Speeches, circle in "T" place of "D" and circle in "P."

Passage, "P" circle in "T" place and through with "P."

Pressing, "P" hook "R" circle in "F" place and "D."

Dressing, "D" hook "R" circle in "F" place and "D."

Blessing, "B" hook "R" circle in "F" place and "D."

Skips, circle in "T" place of "K" followed by "P" with circle in "P" place.

The circle reads "S" or "Z."

A. R. K.—You may join any two consonants of like name together.

A. S. J.—This work is open to all readers of The Tribune.

F. K.—Confine your practice to the couplet work.

R. H.—Any consonant described "half length" adds "P" or "M."

The whole course will be completed in twenty articles. We furnish back numbers.

D. E.—When your coupon compares favorably with the analysis your progress is good.

C. W. W.—Confine your practice to the coupon words.

J. A. M.—All the characters are written downward except "K" and "G," which are written from left to right. An hour's practice on each lesson should be sufficient.

J. S. C.—If you pursue The Tribune's method carefully you will be fitted to read all the standard systems of shorthand.

W.—There is a person who is not a very good thing, but has a fair knowledge of men and things, may become by practice a skilled and successful stenographer. The secret lies in the manner in which he learns from whom he receives dictation, and it is not part of his duty to construct sentences. The expert shorthand writer is very careful to follow the precise words of speech, and makes no attempt to improve on the phonology. Common sense, good judgment and tact are excellent qualities for one who proposes to follow this profession.

J. W.—Pencil is best for all practical purposes.

C. N. M.—Merely fill in the shorthand characters for each word in the coupon.

CONSONANTS.

The following are the first eight straight consonants of the shorthand alphabet:

T as in pet

B as in bet

T as in tet

D as in det

Ch as in chet

J as in jet

K as in ket

G as in get

NEW-YORK DAILY TRIBUNE, FRIDAY, NOVEMBER 20, 1896.

New Publications.

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